



Bright Minds Preschool of the Main Line

Parent Handbook of Operational Policies and Agreement

Version 7.0
August 2026

This handbook is intended to familiarize parents and guardians with current policies, practices, and standards for Kids' Clubhouse of the Main Line, LLC, DBA Bright Minds Preschool of the Main Line. An electronic version (PDF) of the handbook is available on our website at www.brightmindsmainline.com. A print copy of the handbook is available upon request. Bright Minds Preschool of the Main Line reserves the right to revise its policies, practices and standards as deemed appropriate by the Owner and/or Director.

THIS HANDBOOK

The purpose of this handbook is to inform parents and/or guardians of the policies and procedures at Bright Minds Preschool of the Main Line. In this handbook, Bright Minds Preschool of the Main Line may hereinafter be referred to as “Bright Minds Preschool,” “The preschool”, or “the school”). These policies and procedures seek to provide our parents/clients an overview of the extent to which we aim to protect your child(ren) as well as our staff. Our policies and procedures are largely taken from excerpts of the PA Code Chapter 3270 relating to Child Day Care Centers. We seek to meet and hopefully exceed the standards listed in this PA Code chapter. Bright Minds Preschool of the Main Line does not discriminate based on race, color, religious creed, ancestry, disability, national origin, sex, or language. The staff at Bright Minds Preschool of the Main Line will gladly address any of your questions or concerns regarding our policies and procedures listed herein.

MISSION STATEMENT

Bright Minds Preschool of the Main Line aims to provide a high quality, safe, nurturing, and engaging early learning environment. Our literacy-based curriculum featuring the "Handwriting Without Tears" program offers hands-on activities to help your child grow physically, socially, and cognitively.

LEADERSHIP TEAM

Bright Minds Preschool is led by the following individuals, who you may contact with any questions/concerns you may have:

Director:	Luci Keeler	luci@brightmindsmainline.com
Assistant Director:	Maggie Michael	maggie@brightmindsmainline.com
Owner:	Angela Bruno	angela@brightmindsmainline.com

HOURS OF OPERATION

School Year Hours:	Monday – Friday:	8:00 am – 5:45 pm
Summer Hours:	Monday – Friday:	8:00 am – 5:00 pm

Bright Minds Preschool of the Main Line will be closed in observance of the following holidays: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Bright Minds Preschool will also be closed for two mental health days for our teachers, multiple in-service days for our teachers to complete their mandatory Personal Development courses, as well as a winter and spring break. To see any additional days Bright Minds Preschool will be closed please ask to see the current school year’s calendar.

STAFF QUALIFICATIONS (PA CODE §3270.31-37)

All Bright Minds Preschool staff are trained early education professionals and receive a minimum of 12 training hours annually. References are checked and all state required clearances are performed on each employee. Every teacher is certified in Adult and Pediatric CPR and First Aid. We follow the qualification requirements for staff listed in PA Code §3270.

AGE REQUIREMENTS

Bright Minds Preschool serves children from approximately 20 months of age through Pre-K. Age eligibility and classroom placement are based upon the applicable school year's age cutoffs, the child's developmental readiness, classroom availability, and the school's determination of the placement that will best support the child.

Beginners: Children must meet the Beginners age requirement established for the applicable school year.

Preschool: Children must be at least **3 years old by September 1** of the applicable school year.

Pre-K: Children must be at least **4 years old by September 1** of the applicable school year.

Bright Minds reserves the right to determine classroom placement and to move a child between classrooms when the teachers, Director, and/or Owner determine that a different placement would better meet the child's developmental, educational, social, or classroom needs. Parents will be consulted before a classroom change whenever reasonably possible; however, **final classroom placement decisions remain within the sole discretion of Bright Minds Preschool.**

SCHOOL CAPACITY AND RATIOS

The Department of Human Services places a limit on the number of children that are allowed to be present in our school at any given time. Both the size of our classrooms (55 PA Code §3270.61 and §3270.61a) and the number of teachers we have in the building (55 PA Code §3270.51 and §3270.52) play a part in this.

When children are grouped in similar age levels, the following maximum child group sizes and ratios of staff persons apply:

Child age	# of staff	# of children	Maximum group size	Total number of staff required for maximum group size
Young Toddler	1	5	10	2
Older Toddler (2-3 years old)	1	6	12	2
Preschool child (3 until child enters Kindergarten)	1	10	20	2

When toddlers and preschoolers are napping, the following staff-child ratios apply:

Child age	# of staff	# of children
Young Toddler	1	10
Older Toddler (2-3 years old)	1	12
Preschool child (3 until child enters Kindergarten)	1	20

Staff persons who are on duty but are not providing child care during naptime shall remain in the child care portion of the facility premises.

When children are grouped in mixed age levels, the age of the youngest child in the group determines the staff-to-child ratio and maximum group size (see above).

Bright Minds Preschool is committed to providing a safe, inclusive group childcare environment and will work collaboratively with families when a child requires additional support to participate successfully in our program.

Because Bright Minds operates within state-mandated staff-to-child ratios, there may be circumstances in which a child's needs require a level of individualized supervision or support beyond what can safely and reasonably be provided within our group-care setting.

When concerns arise, Bright Minds will communicate with the child's parent or guardian and may request additional information, evaluation, recommendations, and/or participation from appropriate professionals in order to determine what reasonable supports or accommodations may be appropriate.

Each situation will be evaluated individually. If, after considering available and reasonable supports or accommodations, Bright Minds determines that it cannot safely or appropriately meet a child's needs within the program, the school may determine that continued enrollment is not appropriate.

Decisions will be based on the individual circumstances, the child's needs, the safety and needs of the child and others, applicable staffing and ratio requirements, and the school's ability to provide appropriate care within its program.

Our goal is to ensure that every child thrives in our program while maintaining a safe and inclusive environment for all. We appreciate your understanding and cooperation in this matter.

ENROLLMENT PROCEDURE (PA CODE §3270.123 AND §3270.124)

In addition to our registration fee, there are documents that need to be filled out during the enrollment procedure for Bright Minds Preschool. As a licensed childcare center, these are all forms required by the state of Pennsylvania. The forms required include, but are not limited to, the following: the Parental Consent/Emergency Contact form, the Bright Minds Preschool Enrollment and Financial Agreement form, the Bright Minds Preschool Waiver and Release form, the Child Health form (including a list of vaccinations received), and the signed last page of this Handbook. An allergy action plan will also be required if your child has an allergy that requires the usage of life-saving medication. These can all be found on Bright Minds Preschool of the Main Line's website.

WHAT YOUR CHILD SHOULD/SHOULD NOT BRING TO SCHOOL:

Parents, always remember to pack **an elementary school sized backpack** with the following items for your child(ren):

- a refillable water bottle **clearly labeled** with your child's name and filled with fresh water every morning
- diapers, wipes, creams (unless you would like to use ours)
- 3 changes of clothes** if your child is in the Beginners or Preschool classes; **1 change of clothes** if your child is in the Pre-K class.
- a child-sized lunch box
- snacks and/or meals **with the exception of ANY nut products (peanut or tree nut)**. (See Meals and Food Services Practices section for more information regarding packed food.)
- your child's blue communication folder
- for Beginners' and Preschool students: a child-sized roll-up nap mat that will be brought home at the end of the week to be washed.

Please DO NOT allow your child to bring any of the following items to school:

- personal electronics, including but not limited to cell phones, tablets, iPads, laptops, or game systems.
- toys, or jewelry. Any toys or jewelry that a child brings into the school will be put into the child's backpack. Bright Minds Preschool is not responsible for lost items, and we cannot replace them if they are brought in and lost.

All items you pack for your child(ren) should be **clearly labeled** with the child(ren)'s name(s). Your child's items will be placed in an individual cubby which will be labeled with his/her name. Lunches will be placed inside the refrigerator that is designated for children's food, unless you specify that you would like your child's lunch to be stored outside of the refrigerator. Lunch containers and any loose lunch items must also be clearly labeled prior to dropping them off at the check-in table.

CHILD DRESS CODE

Bright Minds Preschool of the Main Line provides active, engaging, and, at times, messy activities. The staff at Bright Minds Preschool will do all that is possible to control the mess, but clothing may still get dirty. Therefore, please have your child(ren) wear comfortable, **seasonally-appropriate** clothing that can get dirty. Easy on/off pants for toileting and diaper changing are preferred (i.e. no overalls, onesies, jeans or pants with buttons and/or zippers or belts). All children need closed-toed, playground appropriate shoes (no dress shoes, please). Please make sure your child wears shoes that he/she can take off and put on independently. Sneakers with Velcro closures are preferred unless the laced-shoes can be put on independently by the child.

On your child's first day at Bright Minds Preschool, he/she will be fitted with a pair of our indoor school shoes that will always be theirs when they come to school. This is to limit outside debris from coming into our school. The shoes will stay in labeled bins at school unless we request that you take them home to be washed (as a result of a bathroom accident, illness, or other reason). Please do not put shoes in the dryer, and instead let them air dry. One pair of indoor school shoes comes with your registration payment. Periodically your child may outgrow their Bright Minds shoes and a new pair will be issued to them. Any additional pairs your child may need will be charged to your account at \$15/pair.

For children 3 and under, small hair accessories and/or jewelry are strongly discouraged because of the risk of choking. Any accessories and/or jewelry worn by any age child that poses a choking risk and/or is causing problems, will be taken and put in the child's backpack.

Parents or guardians of Beginners and Preschool-aged children are required to keep **three complete changes of appropriately sized clothing** at school, and Pre-K families are required to keep at least one complete change of clothing available.

If a child needs to be changed, staff will first check the child's belongings for an appropriate clean change of clothing. **If the child does not have an appropriate item available after staff have checked the child's belongings, Bright Minds Preschool will provide the necessary clothing at the applicable fee listed in the School Fees section.**

Clothing provided by Bright Minds becomes the child's property and should not be returned to the school. Parents are responsible for regularly checking and replenishing their child's spare clothing, including replacing items that have been used or outgrown.

Blue-colored Communication folders are provided for each child and will contain important notices and reminders as well as artwork your child has created. Students will bring their folder back and forth to school and home daily during the school year. Folders are not used during the summer months. Please make every effort to empty the folder contents and review it daily. If lost or damaged beyond use, a replacement will be issued to your child.

HEALTH REPORT AND IMMUNIZATIONS (PA CODE §3270.131)

Pennsylvania law requires that each child enrolled in a childcare facility provide a health report filled out and signed by a physician, physician's assistant, or a CRNP. The signature must include the individual's professional title. Health reports for an older toddler and/or a preschool child must be dated no more than 1 year prior to the first day of attendance at the facility.

In addition to the health report, parents/guardians must provide our school with written verification from a physician, physician’s assistant, CRNP, the Department of Health, or a local health department of the dates (month, day, and year) the child(ren) was administered immunizations within **30 days** of the child’s first day of attendance at our school.

Bright Minds Preschool of the Main Line requires that a completed and signed health report and immunization records be turned into our school by the child's first day. If a completed and signed health report and immunizations records are not provided to our school by the first day of attendance, the child will not be permitted to attend Bright Minds Preschool until this is provided. An updated health report and immunization record must be provided to the school at least every 12 months and dated no more than 12 months’ prior to the current date.

As per Pennsylvania childcare regulations, all CDC recommended immunizations are REQUIRED in order to attend a licensed childcare school. Our child health records are regularly and routinely checked by the state via unannounced visits, so it is important that our records are compliant. As a private child care institution, Bright Minds Preschool allows for exemption of vaccinations for medical and/or religious reasons only. Proof of reasoning provided by a medical professional (for medical exemptions) or a parent (for religious exemptions) must be provided to a school administrator within 30 days of your child’s first visit to Bright Minds Preschool. If medical reasons for vaccination exemption present themselves while a child is registered at Bright Minds Preschool, documentation must be provided to an admin of Bright Minds Preschool before a child participates in any further activity at the school. Please see the chart below which was taken from the American Academy of Pediatrics website and outlines what immunizations are required and by what age:

Recommended Child and Adolescent Immunization Schedule for Ages 18 Years or Younger

Vaccines and Other Immunizing Agents in the Child and Adolescent Immunization Schedule*		
Monoclonal antibody	Abbreviation(s)	Trade name(s)
Respiratory syncytial virus monoclonal antibody	RSV-mAb	Beyfortus Enflonsia
Vaccine	Abbreviation(s)	Trade name(s)
COVID-19 vaccine	1vCOV-mRNA	Comirnaty mNexspeek Spikevax
	1vCOV-aPS	Nuvaxovid
Dengue vaccine	DEN4CYD	Dengvaxia
Diphtheria, tetanus, and acellular pertussis vaccine	DTaP	Daptacel Infanrix
Haemophilus influenzae type b vaccine	Hib (PRP-T)	ActHIB Hiberix
	Hib (PRP-OMP)	PedvaxHIB
Hepatitis A vaccine	HepA	Havrix Vaqta
Hepatitis B vaccine	HepB	Engerix-B Recombivax HB
Human papillomavirus vaccine	HPV	Gardasil 9
Influenza vaccine (inactivated: egg-based)	IIIV3	Multiple
Influenza vaccine (inactivated: cell-culture)	cclIV3	Flucelvax
Influenza vaccine (recombinant)	RIV3	Flublok
Influenza vaccine (live, attenuated)	LAIV3	FluMist
Measles, mumps, and rubella vaccine	MMR	M-M-R II Priorix
Meningococcal serogroups A, C, W, Y vaccine	MenACWY-CRM	Menveo
	MenACWY-TT	MenQuadfi
Meningococcal serogroup B vaccine	MenB-4C	Bexsero
	MenB-FHbp	Trumenba
Meningococcal serogroup A, B, C, W, Y vaccine	MenACWY-TT/MenB-FHbp	Penbraya
	MenACWY-CRM/MenB-4C	Penmenvay
Mpox vaccine	Mpox	Jynneos
Pneumococcal conjugate vaccine	PCV15	Vaxneuvance
	PCV20	Prenvax 20
Pneumococcal polysaccharide vaccine	PPSV23	Pneumovax 23
Poliovirus vaccine (inactivated)	IPV	Ipovir
Respiratory syncytial virus vaccine	RSV	Abrysvo
	RV1	Rotarix
Rotavirus vaccine	RV5	RotaTeq
Tetanus, diphtheria, and acellular pertussis vaccine	Tdap	Adacel Boostrix
Tetanus and diphtheria vaccine	Td	Tenivac Tdvax
Varicella vaccine	VAR	Varivax
Combination vaccines (use combination vaccines instead of separate injections when appropriate)		
DTaP, hepatitis B, and inactivated poliovirus vaccine	DTaP-HepB-IPV	Pediarix
DTaP, inactivated poliovirus, and Haemophilus influenzae type b vaccine	DTaP-IPV/Hib	Pentacel
DTaP and inactivated poliovirus vaccine	DTaP-IPV	Kinrix Quadracel
DTaP, inactivated poliovirus, Haemophilus influenzae type b, and hepatitis B vaccine	DTaP-IPV-Hib-HepB	Vaxelis
Measles, mumps, rubella, and varicella vaccine	MMRV	ProQuad

*Administer recommended vaccines if immunization history is incomplete or unknown. Do not restart or add doses to vaccine series for extended intervals between doses. When a vaccine is not administered at the recommended age, administer at a subsequent visit when indicated. The use of trade names is for identification purposes only and does not imply endorsement by the AAP.

SCHOOL FEES FOR THE 2026/27 SCHOOL YEAR

Full-Time:

A non-refundable registration fee of \$200 per family will be required prior to enrollment at our school for each school year. Our preschool uses these fees to pay for many things, including staff continuing education and safety classes, purchasing new and exciting toys, books, arts and crafts and to keep the school clean and safe. The tuition and fee breakdown for our Full-time students is listed below:

Type of Fee	Amount	Due Date
Registration Fee	\$200	Due at Registration
Deposit	Half month	Due at Registration
Beginner's Tuition	\$2,150/month	Monthly tuition due 1st of each month
Beginner's ½ day Program (9am-12pm)	\$1,450/month	Monthly tuition due 1st of each month
Preschool Program	\$1,950/month	Monthly tuition due 1st of each month
Pre-K Program	\$1,850/month	Monthly tuition due 1st of each month
In-School Special Event Fee	\$160/year	Due in August or the month prior to starting
Diaper/Pull-up fee (Beginners only)	\$100/year	Due in August or the month prior to starting
Before care (drop-off before 8:30am)	\$150/month	Optional (due on 1st of each month with tuition)
After care (pick-up after 5pm)	\$150/month	Optional (due on 1st of each month with tuition)
Friday Pizza Lunch (pizza, fruit, juice)	\$200/year (\$250/year for 2 slices)	Optional (due in August before school year starts) (Summer pizza program, between June and September, is a separate cost)

Part-Time (Beginners and Preschool programs only):

A non-refundable registration fee of \$200 per family will be required prior to admission to our preschool. Bright Minds Preschool uses these fees to pay for many things, including staff continuing education and safety classes, purchasing new and exciting toys, books, arts and crafts and to keep the school clean and safe. The part-time tuition fee breakdown for our Part-time students is listed below:

Type of Fee	Amount	Due Date
Registration Fee	\$200	Due at Registration
Deposit	Half month (calculated by how many hours/month your schedule includes in your first month at Bright Minds Preschool multiplied by the hourly rate of \$16)	Due at Registration

Monthly Tuition	Varies month-to-month depending on schedule, based on how many hours your child is scheduled to attend multiplied by \$16/hour	Monthly tuition due 1st of each month
In-School Special Event Fee	\$160/year	Due in September or the starting month
Diaper/Pull-up fee (Beginners only)	\$100/year	Due in September or the starting month
Friday Pizza Lunch (pizza, fruit, juice) (if here on Fridays)	\$200/year (\$250/year for 2 slices)	Optional (due in September before school year starts) (Summer pizza program, between June and September, is a separate cost)

Part-Time Tuition Details:

Tuition for part-time enrollment is based on the child's regularly scheduled days of attendance. Tuition is not prorated or credited when a child's scheduled attendance day falls on a school holiday, teacher in-service day, family vacation, child illness, or other individual absence.

Bright Minds may occasionally need to delay opening, close early, close a classroom, or close the school due to severe weather, public health concerns, building or utility emergencies, staffing emergencies affecting required ratios, or other circumstances beyond the school's control. **Tuition and any applicable credits related to school closures are governed by the School Closures and Tuition Policy outlined in this handbook.**

Part-time families are subject to the same School Closures and Tuition Policy as full-time families.

Part-time tuition will be charged on the 1st of the month at \$16.00/hour. If you have specific questions about an example month for the hours your child attends, please let Angela Bruno know.

Other Fees:

In addition to the costs above, we also have fees for other items. These are fees that are optional to you as a parent or which will be charged if certain circumstances below occur. They are as follows:

Credit Card Transactions: 3.75% Transaction Fee on every transaction

Change of Clothes: \$8/item

Late pick-up: \$5 + \$1/each minute after scheduled pick-up time

Returned check fee: \$35

DEPOSIT AND WITHDRAWAL POLICY

A deposit equal to one half-month's tuition (or, for Part-Time enrollment, the deposit calculated per the Part-Time Tuition Details above) is due in order to enroll or re-enroll your child. Until the deposit is received, your child's spot is not guaranteed. Except as otherwise stated in this policy, the deposit is applied as a credit toward your child's final month of tuition and is never issued as a cash or check refund.

Definitions

- **School Year:** the first day of school in September through the last official day of the school year in June. If a family continues into any or all of the Summer Program immediately following a School Year, the School Year is considered to continue without interruption through the summer, and that School Year's enrollment agreement remains in effect until the new School Year begins the following September.
- **Attending Child:** a child who has already begun attending the school, whether through a new enrollment or a re-enrollment for a subsequent School Year.
- **Pre-Attendance Child:** a child who has completed enrollment or re-enrollment but has not yet begun attending the school.
- **Written Notice:** notice of withdrawal delivered by hand or by email in writing to the Director, Assistant Director, or Owner by email or signed letter. A Procure message to a classroom teacher does not constitute Written Notice. Written Notice delivered by hand or by email is considered received on the date it is sent if sent during business hours on a day the school is open, or on the next business day otherwise.
- **Last Day of Attendance:** the final calendar day a child is scheduled to attend the school prior to withdrawal.

1. Attending Children

Applies to any child who has already begun attending the school, whether newly enrolled or re-enrolled for the following School Year.

a. Written Notice received before May 1st of the current School Year: 100% of the deposit is credited toward the child's final month of tuition if received 30 or more days before the Last Day of Attendance. 0% is refunded or credited if received fewer than 30 days before the Last Day of Attendance.

b. Written Notice received on or after May 1st and before the first day of the following School Year: None (0%) of the deposit is refunded or credited, regardless of how much notice is given. This also governs currently-enrolled families who choose not to re-enroll and are leaving at the end of the current School Year. (See also Section 1.e below, governing families who re-enrolled and later changed their mind.) This clause does not apply to children graduating from the Pre-K program at the end of the current School Year, whose deposit is credited toward their final month of tuition regardless of the timing of notice, since graduation is not a withdrawal.

c. Written Notice received on or after the first day of the following School Year: 100% of the deposit is credited toward the child's final month of tuition if received 30 or more days before the Last Day of Attendance. None (0%) is refunded or credited if received fewer than 30 days before the Last Day of Attendance.

d. Re-Enrollment Deposit Options: When an Attending Child re-enrolls for the following School Year (typically by the school's February re-enrollment deadline), the parent may choose one of the following for how the deposit is handled: (i) **Rollover** — the child's existing deposit carries forward and becomes the deposit for the following School Year; if tuition rates have increased, the parent pays only the difference between the original deposit amount and the new required deposit amount; or (ii) **Second Deposit** — the parent pays an additional, separate deposit for the following School Year, and the child's existing current-year deposit is instead credited toward the child's final month of tuition for the current School Year (including any Summer Program the family attends).

e. Re-Enrolled Family Later Decides Not to Continue: If a family who has re-enrolled for the following School Year provides Written Notice that they will not be continuing, the deposit associated with the following School Year (whether the rolled-over deposit under (i) above, or the second deposit paid under (ii) above) is treated as follows: if Written Notice is received before May 1st of the current School Year, that deposit is credited toward the child's final month of tuition for the current School Year, consistent with Section 1.a. If Written Notice is received on or after May 1st, 0% of that deposit is refunded or credited,

consistent with Section 1.b — regardless of whether the family continues to attend any portion of the Summer Program.

f. No Written Notice Given (Presumed Withdrawal): If a family stops bringing their child to school without providing Written Notice, tuition will continue to be charged and is due as normal. If the child has not attended school for 30 consecutive calendar days without Written Notice having been received, the child will be presumed withdrawn as of that 30th day, regardless of whether the account otherwise has an outstanding balance. The deposit outcome is then calculated as though notice were received on the date of presumed withdrawal — which, because no advance notice was possible, will result in none (0%) of the deposit being refunded or credited. This presumed withdrawal trigger applies independently of, and does not replace, the Account Cancellation policy for non-payment, which may still result in earlier account closure if a balance remains unpaid for 30 days.

2. Pre-Attendance Children

Applies to any child who has completed enrollment or re-enrollment but has not yet begun attending the school, regardless of their scheduled start date.

- **a. Written Notice received before May 1st of the current School Year:** 50% of the deposit is refunded, and the remaining 50% is retained by the school — regardless of the child's scheduled start date and regardless of how much advance notice is given relative to that start date.
- **b. Written Notice received on or after May 1st of the current School Year:** None (0%) of the deposit is refunded or credited — regardless of the child's scheduled start date and regardless of how much advance notice is given.
- **c.** If the scheduled start date arrives and the child begins attending without a withdrawal having occurred, the child becomes an Attending Child and Section 1 governs from that point forward.
- **d.** If the scheduled start date arrives, the child does not begin attending, and no Written Notice was provided, the child is treated as withdrawn as of that date with 0% of the deposit refunded or credited, unless the family and school agreed in writing to a revised start date in advance.

3. School-Initiated Termination

When Bright Minds Preschool ends a child's enrollment rather than the family choosing to withdraw, the deposit is handled as follows:

- **Non-payment (Account Cancellation):** Entire (100%) deposit is forfeited and applied toward the outstanding balance owed.
- **Behavioral expulsion, including repeated injury to others or danger to children/staff (see Accidents and Injuries):** Entire (100%) deposit is forfeited.
- **Breakdown of relationship between the family and the school (see Child Dismissal From Program):** Entire (100%) deposit is forfeited.
- **Termination because the school is unable to meet the child's needs, including where Early Intervention or another outside evaluation/support could not be obtained or was unsuccessful (see Child Dismissal From Program and School Capacity and Ratios):** Entire (100%) of the deposit is refunded or credited toward the child's final month of tuition, as this circumstance is not the result of any fault by the family.
- **Closure or discontinuation of a program or classroom by the school, or the school's inability to provide the previously offered spot for reasons unrelated to the family:** Entire (100%) of the deposit is refunded or credited toward the child's final month of tuition, or refunded via check or electronic payment at the family's request if no further tuition will be owed.

4. Deposit Transfer to a Sibling

In lieu of any refund, credit, or forfeiture described above, a family may request in writing that a withdrawing or Pre-Attendance child's deposit be transferred and applied toward the deposit obligation of a sibling who is concurrently enrolling or already enrolled at Bright Minds Preschool. Deposit transfers are

subject to written request and school approval, and do not change the dollar amount of the deposit transferred.

5. Hardship Exceptions

The Owner and/or Director may, in their sole and absolute discretion, grant an exception to any provision of this Deposit and Withdrawal Policy in cases of extraordinary hardship, such as a family's relocation due to military orders, a serious medical emergency, or a death in the immediate family. Any such exception is evaluated case-by-case, is not guaranteed, and does not establish a precedent or entitlement for any other family or future situation.

6. Summer-Only Enrollment

Families enrolling only in the Summer Program, with no enrollment in the preceding or following School Year, are not required to pay a deposit. However, once Summer Program tuition has been paid for a given week or weeks, no portion of that tuition is refunded if the family withdraws from the Summer Program on or after May 1st of that year. Families who need to change which week(s) their child attends may request a switch, which will be accommodated to the extent space and availability allow, and does not require forfeiting any tuition already paid.

7. How Refunds and Credits Are Applied

Any deposit amount refunded or credited under this policy is first applied toward any outstanding balance on the family's account, with any remaining amount applied as a credit toward the child's final month of tuition. Deposits are not issued as cash or check refunds except where explicitly stated in Section 3 above.

ARRIVING AT THE SCHOOL

Please use one of our designated parking spots for both drop-off and pick-up and then use the sidewalk to walk your child to the door. If a staff member is not at the door when you come up, please ring the doorbell and someone will be with you shortly. Please walk hand-in-hand with your child up the walkway and hand your child's hand to our staff member when you arrive before leaving to ensure their safety. Please note that, although staff members may be inside the school prior to the 8am opening time, children will not be taken into care prior to 8am. Prior to 8am the staff are preparing for the day's instruction.

MORNING ARRIVAL AND LATE DROP-OFFS

Consistent and timely arrival is important to our classroom routines and curriculum. Children should arrive by their regularly scheduled drop-off time and **9:15am** unless an alternate arrival has been approved in advance.

Our teachers begin structured classroom activities in the morning, and repeated late arrivals can be disruptive to both the arriving child and the rest of the class.

We understand that appointments and occasional unexpected delays occur. If your child needs to arrive after the regular drop-off window, please notify the school in advance whenever possible. Late arrival requests are subject to the school's schedule and may not always be accommodated.

Repeated late arrivals may result in a meeting with the Owner or Director to determine whether the family's enrolled schedule needs to be adjusted.

SCHEDULE AND ATTENDANCE CHANGES

Enrollment at Bright Minds is based upon each child's approved schedule, including scheduled attendance days and drop-off and pick-up times. These schedules are used to determine classroom enrollment, staffing, and required child-to-staff ratios.

Permanent Schedule Changes: Requests to permanently add, remove, or change attendance days or hours must be submitted to the Owner, Director, or Assistant Director in writing. Schedule changes are subject to classroom availability, staffing, and ratios and are not guaranteed. Approved changes may result in an adjustment to tuition.

Occasional Schedule Changes: We understand that families may occasionally need an earlier drop-off, later pick-up, additional day, or other temporary schedule adjustment. Families are welcome to ask whether an accommodation is available; however, **approval must be received in advance and is never guaranteed.** Additional tuition or fees may apply.

A family's regular schedule does not automatically change because the school has been able to accommodate occasional schedule requests in the past. Any new or different change must be submitted in writing and will only be granted after review and approval.

Repeated requests for hours outside a child's enrolled schedule may require the family to formally change the child's schedule and pay the corresponding tuition.

SCHOOL YEAR ATTENDANCE & EXTENDED ABSENCE POLICY

Bright Minds Preschool is a **literacy-based preschool with a robust, sequential curriculum** designed to build skills throughout the school year. Our teachers plan lessons and activities that build upon previously introduced concepts, and consistent attendance helps children receive the full benefit of our academic and social-emotional programming.

For this reason, we depend on families to have their children **attend regularly throughout the school year whenever possible.** We understand that illnesses, family events, vacations, and other circumstances will occasionally require children to miss school; however, we strongly discourage frequent or lengthy absences during the academic year.

Vacations & Planned Absences

Regular tuition remains due during vacations and other planned absences. Tuition reserves your child's enrollment and classroom space and is not based on the number of days a child attends during a particular week or month. Tuition will therefore not be prorated or credited for vacations, travel, or other voluntary absences.

Families are encouraged to provide teachers with advance notice of planned absences whenever possible so that staff can appropriately plan for the child's time away and return.

Extended Absences

Regular tuition remains due for the first four consecutive weeks of any planned absence during the school year.

For an approved absence extending **beyond four consecutive weeks**, regular tuition may be temporarily paused beginning with the **fifth consecutive week of absence.** Beginning with the fifth week, a **School Year Space Reservation Fee of \$100 per additional week** will apply in order to maintain the child's enrollment and guarantee their classroom space upon return.

For example, a family absent for six consecutive weeks would remain responsible for regular tuition during the first four weeks of the absence and would pay a \$200 Space Reservation Fee for weeks five and six.

Extended-absence arrangements must be communicated in advance in writing to the Owner or Director. This reduced-fee option is intended for genuinely extended absences and is not available as a substitute for regular tuition during vacations or other absences of four weeks or less.

Extended absences longer than 12 consecutive weeks will be reviewed individually by the Owner or Director and may require withdrawal and re-enrollment.

Families who do not wish to continue paying tuition or an approved space reservation fee during an extended absence may withdraw from the program and request re-enrollment when they are ready to return. However, **the child's space cannot be guaranteed, and re-enrollment will be subject to availability.**

Changes to Extended-Absence Plans

We understand that plans can change. If a family has arranged an approved extended absence and paid the applicable School Year Space Reservation Fee but later wishes for their child to return earlier than originally planned, **the child may return early because their classroom space has remained reserved throughout the absence.**

Regular tuition will resume as of the child's revised return date. Any applicable portion of the previously paid Space Reservation Fee corresponding to the shortened absence will be **recalculated and applied as a credit toward the family's next tuition payment.**

Families should provide Bright Minds with as much advance notice as possible of an earlier return date so that teachers and administrators can appropriately prepare for the child's return to the classroom.

Importance of Consistent Attendance

While we understand that occasional absences are a normal part of family life, families should keep in mind that Bright Minds is more than a childcare program. Our curriculum is intentionally designed to prepare children academically and socially for their next classroom and, ultimately, kindergarten.

Particularly in our Preschool and Pre-K programs, children work throughout the year on literacy, handwriting, letter and sound recognition, early math concepts, fine-motor skills, classroom routines, independence, and other kindergarten-readiness skills. Extended or frequent absences can make it more difficult for a child to maintain continuity with the curriculum and classroom routines.

We therefore ask families to make **regular attendance a priority during the school year** whenever reasonably possible. Our teachers will always do their best to help a child transition back into the classroom following an absence; however, we cannot guarantee that missed instruction, activities, or curriculum will be individually recreated or made up.

Our goal is to provide families with reasonable flexibility while also maintaining the consistency, staffing, and high-quality educational programming that allow Bright Minds students to thrive.

PARENT COMMUNICATION (PA CODE §3270.22)

Bright Minds Preschool of the Main Line utilizes the parent-teacher communication app, Procare, as our main form of communication during the school day. Your child's teacher will send pictures and updates throughout the day when time allows. For our younger programs, potty-time and nap updates will also be shared. We do expect that parents read and respond to any questions or notifications that request responses promptly. Please note that your child's teacher is actively engaged with your child during the day and may not always be able to respond to a message or create updates quickly.

Important information, such as an injury or behavior report, will be communicated to the parent/guardian via Procure and/or during check-out, unless circumstances require more immediate communication in which case a staff member will contact the parent/guardian sooner. Sometimes these reports will require a parent/guardian's signature as an acknowledgement of the information.

Please adhere to the following guidelines on who to contact and via what method:

Send a **Procure message to your child's teacher** when you have a question regarding:

- your child's progress in class
- a holiday/birthday celebration
- snack or lunch
- the school calendar
- classroom supplies (personal or room)
- planned absences/late drop-offs/early pick-ups

Send an **e-mail or call the Assistant Director, Director, or Owner** when you have a question regarding:

- finances
- paperwork
- a policy
- a schedule change request

Call the School when you have a question regarding:

- day-of absences
- your child coming early/late
- pick-up time changes
- an alternate pick-up person

LATE PICK-UP FEES

Families are expected to pick up their child by their regularly scheduled pick-up time. We understand that occasional delays happen; therefore, a **15-minute grace period** is provided for pick-ups that occur during our regular operating hours. If a child remains at school more than 15 minutes beyond their scheduled pick-up time, a **\$5 late fee plus \$1 for each additional minute** will be charged.

The 15-minute grace period does not apply to the school's closing time. Bright Minds closes at **5:45pm during the school year and 5:00pm during the summer.** Because at least two staff members must remain at the school whenever a child is still in our care, any child remaining after the applicable closing time will incur a **\$5 late fee plus \$1 for each minute after closing.**

For example, if your child's scheduled pick-up time is 4:30pm, the grace period extends until 4:45pm. If your child is picked up at 4:50 p.m., the late fee would be \$10 (\$5 late fee + \$5 for the five minutes beyond the grace period). However, if the school closes at 5:00pm., the late fee begins at 5:00pm; there is no grace period beyond closing.

If you know that you will be more than 15 minutes late for your scheduled pick-up time, please call the school as soon as possible. Requests to remain beyond a child's scheduled pick-up time are subject to staffing and required child-to-staff ratios and **cannot be guaranteed**, even when the applicable late fee is paid.

Repeated late pick-ups may result in a required schedule change, additional fees, or dismissal from the program. The same late fee policy will apply if a child is not picked up within **60 minutes after a parent or guardian has been notified that the child must leave school due to illness.**

RETURNED CHECK AND REJECTED CREDIT CARD FEES

For every returned check Bright Minds preschool receives there will be a \$35 fee charged to the family's account. Should additional banking or any legal fees be associated with the returned check these fees will also be passed on to the family's account.

TUITION PAYMENT, LATE FEES, AND DELINQUENT ACCOUNTS

Monthly tuition is due on the **1st day of each month**. Families are responsible for ensuring that payment information on file remains current and that tuition and other applicable fees are paid when due.

Any tuition balance remaining unpaid after the **7th of the month** may be subject to a **\$30 late payment fee**. Returned checks and rejected or declined payments may also be subject to the applicable fees listed in the School Fees section.

If an account remains delinquent, Bright Minds Preschool reserves the right to suspend a child's attendance until the account is brought current. An account that remains unpaid for more than **30 days** may be canceled and the child unenrolled.

Once enrollment has been canceled for nonpayment, reinstatement is not guaranteed and will be subject to classroom availability. Before a child may return, the account holder must pay all outstanding tuition, applicable late or returned-payment fees, collection costs where applicable, and a new registration fee.

Any deposit held by the school will be handled in accordance with the **Deposit and Withdrawal Policy**.

WEATHER-RELATED CLOSINGS

In the case of severe weather, the owner and/or Director will monitor the weather and local news stations to determine when it is appropriate to close the school early or cancel care for the following day. We usually follow the decisions made for Radnor Township School District (i.e. if they announce a closing we will usually announce a closing as well).

In the event that Bright Minds Preschool closes early or cancels care for the following day, parents will be contacted and informed of the situation via Procure with as much advance notice as possible. Children should be picked up in a reasonable amount of time to ensure all parents, children, and staff can travel home safely.

PUBLIC HEALTH EMERGENCY POLICIES AND PROCEDURES

In the event of a public health emergency, outbreak, or other health-related circumstance affecting childcare operations, Bright Minds Preschool will follow all applicable local, state, and federal requirements, including any directives issued by the Pennsylvania Department of Human Services or other appropriate health or licensing authorities.

Depending on the circumstances, temporary health and safety measures may be implemented. These may include, but are not limited to, enhanced illness exclusion criteria, changes to drop-off and pick-up procedures, health screenings, temporary masking requirements, classroom or school closures, limits on visitors, additional cleaning or sanitation procedures, or other measures reasonably intended to protect children, families, and staff.

Because public health guidance and licensing requirements may change quickly, Bright Minds Preschool reserves the right to implement, revise, or discontinue temporary health-related procedures as circumstances require. Families will be notified of material changes as soon as reasonably possible.

As a licensed childcare center, Bright Minds Preschool must comply with all applicable requirements issued by the Department of Human Services and other governing authorities. Bright Minds may also implement additional reasonable health and safety measures when the Owner and/or Director determines that doing

so is appropriate for the school community.

Families are expected to comply with all temporary public-health policies and procedures communicated by the school. If a family is unwilling or unable to comply with a required health or safety measure, the family may be asked to keep the child home or, when necessary, discontinue enrollment.

Bright Minds Preschool cannot eliminate all risk of exposure to communicable illness. Children and staff may come into contact with individuals who are contagious before symptoms appear or who may have no symptoms at all. By enrolling, families acknowledge that participation in group childcare carries an inherent risk of exposure to communicable illness despite reasonable health and safety precautions.

SCHOOL CLOSURES AND TUITION

Bright Minds Preschool may occasionally need to delay opening, close early, close a classroom, or close the entire school due to circumstances including, but not limited to, severe weather, loss of utilities, building or facility emergencies, public-health concerns, government orders, widespread illness, staffing emergencies affecting required ratios, or other circumstances that make it unsafe or impractical to operate. Families will be notified of closures or schedule changes through Procure as soon as reasonably possible.

Tuition is based upon enrollment and reservation of a child's classroom space rather than the number of days the school is open or a child attends during a particular month. Therefore, tuition will not ordinarily be refunded, credited, or prorated for occasional closures, delayed openings, or early dismissals.

If Bright Minds is required to close a classroom or the entire school for **more than 10 consecutive in-session school days**, the Owner will determine an appropriate tuition adjustment beginning with the 11th consecutive in-session day of closure. Any applicable credit or prorated tuition will be communicated to affected families.

If Bright Minds remains open but a family independently chooses to keep their child home, regular tuition remains due.

ILLNESS AND EXCLUSION CRITERIA (PA CODE §3270.137)

At Bright Minds Preschool of the Main Line, the well-being of your child and the other children is held to the utmost importance. We want to make sure children with illnesses and medical conditions are in the most appropriate environment in which to recover while also minimizing the spread of harmful diseases at our school. Bright Minds Preschool of the Main Line **is NOT a place to take your child when he/she is sick**. We are also not medical professionals, and will therefore err on the side of caution when we see possible signs of illness. We will strictly adhere to the following illness and exclusion criteria and request that you make alternative arrangements for your child(ren) other than bringing them to the school:

- Fever of 100.0 degrees Fahrenheit or greater
- Vomiting
- Congestion or runny nose producing colored discharge (green or yellow)
- Swelling/Redness/Soreness of the throat
- Constant cough
- Head lice (see below Head Lice Policy)
- Reddened, watery eyes
- Skin rash
- Bumps on hands, feet and/or throat
- diarrhea (water-like, one time)
- mouth sores
- diagnosis of a communicable disease by a healthcare professional with no medical documentation that the child is no longer contagious

-restricted/limited breathing

Additional Illness Exclusion

The symptoms and conditions listed above are intended to provide families with clear guidance but cannot anticipate every possible illness or circumstance. Bright Minds Preschool therefore reserves the right to require a child to remain home or be picked up when, in the reasonable judgment of the Director or another administrator:

- the child's symptoms reasonably indicate a potentially contagious illness;
- the child is unable to comfortably participate in normal classroom activities;
- the child requires a level of care or attention that prevents staff from safely supervising the other children in the classroom; or
- the child's condition otherwise makes group childcare inappropriate at that time.

Because Bright Minds staff are not medical professionals, we will err on the side of caution when determining whether a child may safely remain in group care. When appropriate, the school may require written clearance from a qualified medical professional before the child returns.

Your child must be fever-free **without the use of fever-reducing medications** and diarrhea free and vomit free for a period of 24 hours after the last episode before they will be allowed to return to school.

Absences of 3 or More Consecutive Days Due to Illness: If your child is absent for three (3) or more consecutive school days due to illness, a signed note from a physician, physician's assistant, or CRNP clearing your child to return to a group childcare setting is required before your child will be readmitted to school. This note must be provided at drop-off; children will not be admitted without it.

If your child is suspected of having any of the above conditions, the parent or guardian will be notified and a parent or authorized person must come to pick the child up within 1 hour of Bright Minds Preschool staff contacting you. For this reason, please make sure that at all times either the child's parents/guardians or their authorized pick-up persons have their phones on and on them while your child is at school. After 1 hour late fees will start accruing (See Late Pick-up Fees section).

If you would like to get a medical professional's opinion on any symptoms that we send your child home for, you are more than welcome to visit a medical professional. If that medical professional deems your child to not have a contagious condition, your child is welcome to return to our school **ALONG WITH A SIGNED NOTE FROM THE MEDICAL PROFESSIONAL DETAILING THAT YOUR CHILD DOES NOT HAVE A CONTAGIOUS ILLNESS AND IS THEREFORE SAFE TO RETURN TO A SCHOOL SETTING.** Your child will not be admitted to school without this note.

Regardless of the severity, please inform us of ANY medical condition that your child has (including but not limited to: rashes, skin conditions, allergies, long-term acute diagnoses, etc). The emergency contact form has a line that allows you to list any current medical conditions for this purpose.

Diagnoses Must Be in Writing: Any medical, behavioral, or developmental diagnosis that may affect your child's care, participation, or the steps our staff need to take, must be provided to the school in writing from your child's physician or other qualified medical/developmental professional. Verbal notice alone is not sufficient. This allows us to understand the diagnosis accurately and to plan and implement any accommodations or next steps appropriately and consistently.

If your child is undergoing any medical treatments, on any medication and/or there is a change in medication, please alert your child's teacher.

If your child is diagnosed with a contagious condition after having been at school, please notify us as soon as possible so that we can alert other families. Confidentiality will be respected in these cases. If a child or staff member is found to have a communicable disease, a notice will be sent out via Procure either to that child's class, or the entire school. In the event a child is reported to have a communicable disease, the Director will notify the health department if required.

HEAD LICE POLICY

Bright Minds Preschool maintains the following procedures for the identification and management of head lice in order to support the health and comfort of our school community and reduce the likelihood of continued transmission.

Identification and Pick-Up

If a child is identified as having active head lice while at school, the child's parent or guardian will be contacted and asked to pick the child up. The same pick-up timeframe outlined in our **Illness Policy** will apply.

If a staff member is identified as having active head lice, the staff member will be required to leave school and obtain appropriate treatment before returning.

Family Notification

When a confirmed case of head lice is identified:

- Families in the affected child's classroom will be notified that a case of head lice has been identified **within their child's classroom**.
- Families in other classrooms may be notified that a case has been identified **within the school but not within their child's classroom**.
- The identity of the affected child, staff member, or family will remain confidential.
- Families will be encouraged to carefully check their child's hair and scalp each day before school and to continue monitoring for signs of lice.

Treatment and Return to School

Families are responsible for obtaining appropriate treatment when head lice are identified. **Professional lice treatment is strongly recommended**, particularly when multiple family members may have been exposed or when previous treatment has been unsuccessful.

A child may return to school:

- **Following professional treatment:** once treatment has been completed and documentation or a certificate of treatment is provided to Bright Minds. The child may return the same day if professional treatment has been successfully completed.
- **Following treatment at home:** after remaining out of school for at least **24 hours following the initial treatment**. Families are responsible for completing all recommended follow-up treatment and monitoring.

If active lice are identified after a child returns following home treatment, **professional treatment will be required before the child may return to school**.

Bright Minds reserves the right to require documentation of appropriate treatment and/or additional treatment before readmission when active lice continue to be identified.

Personal Belongings

When a case of head lice is identified, personal fabric items that may have had relevant contact—including nap mats, bedding, coats, hats, or similar belongings—may be bagged and sent home for appropriate treatment.

Personal belongings of the affected child must be appropriately treated before being returned to school. Families may instead provide replacement items while the original belongings remain sealed or are otherwise treated according to appropriate treatment recommendations.

Parents are responsible for following all treatment instructions for clothing, bedding, nap materials, hair accessories, and other personal items that may require treatment.

School Preventative Measures

When a confirmed case of head lice is identified, Bright Minds may take additional precautions to reduce the likelihood of transmission, including:

- asking children and staff with longer hair to keep their hair securely tied back;
- temporarily removing and bagging classroom fabrics or other appropriate items;
- vacuuming affected classroom areas;
- cleaning or temporarily removing communal items when appropriate; and
- completing additional cleaning of the affected classroom.

Families are expected to cooperate with temporary preventative measures implemented by the school during a lice occurrence or outbreak.

Multiple Cases and Classroom Closures

If **three (3) or more confirmed cases of head lice are identified within the same classroom**, Bright Minds may close the affected classroom for up to 24 hours to allow for additional cleaning and measures intended to limit further spread.

If confirmed cases affect multiple classrooms or become widespread within the school, the Owner and/or Director will determine whether additional measures, including temporary classroom or school closure, are appropriate.

Any tuition or credits associated with a lice-related classroom or school closure will be handled in accordance with the **School Closures and Tuition Policy**.

PROCEDURE FOR RELEASE OF CHILDREN (PA CODE §3270.117)

Bright Minds Preschool of the Main Line uses our parent app Procure for signing children in and out. A child will only be released to the child's parent, any individuals indicated on the Emergency Contact form, or to any individual designated in writing by the enrolling parent or guardian. Identification of any individual will need to be verified by checking his/her driver's license.

In an emergency, a child may be released to an individual upon the oral request of the parent or guardian, as long as the identity of the individual can be verified by a staff person upon arrival. In this instance, the following information will be logged into the child's record: the name of the parent making the request, the date and time of the request, the name of the individual to whom the child is to be released, the name of the staff person taking the call, and the name of the staff person releasing the child. Bright Minds

Preschool also has additional emergency pick-up procedures which will be followed if, for some reason, the standard policies are insufficient.

If at any time Bright Minds Preschool staff feel uncomfortable releasing children to an individual, the local Police Department will be called. Although we do not anticipate this happening, we trust you will agree that keeping your child safe must be our number one priority.

Custody and Parental Access

Bright Minds Preschool recognizes the legal rights of parents and guardians and will not become involved in custody disputes between families.

Unless the school has been provided with a **current court order or other legally enforceable documentation restricting a parent's access to or ability to pick up a child**, Bright Minds Preschool will release a child to either legal parent or guardian.

Parents are responsible for providing Bright Minds Preschool with complete and current copies of any custody order, protection-from-abuse order, or other legal document that affects who may access or pick up the child. The school cannot and will not enforce or attempt to enforce restrictions of which it has not been provided written legal documentation.

Designation as the "Primary Parent" or account holder within Procure is for administrative and financial purposes only and **does not, by itself, determine or alter either parent's legal custody or access rights.**

If conflicting instructions are received from parents or guardians and the school does not have sufficient legal documentation to determine the appropriate course of action, Bright Minds Preschool may contact law enforcement or other appropriate authorities and/or require the family to resolve the matter before care continues.

All tuition and fees billed to the family's account remain the responsibility of the designated account holder regardless of any private financial arrangement between parents or guardians.

DISPENSING MEDICATIONS (PA CODE §3270.133)

With the exception of emergency or rescue medications, Bright Minds Preschool does not and will not administer prescription or over-the-counter medication during the school day.

If a child has a medical condition that may require emergency or rescue medication while in our care—including, but not limited to, severe allergies, asthma, or seizure disorders—the parent or guardian must notify the Director and provide all required medication, medical documentation, authorizations, and applicable emergency/action plans before the child attends school.

All medication must be provided in its **original, properly labeled container**, must not be expired, and must include any information or documentation required by applicable childcare regulations. Parents are responsible for monitoring expiration dates and replacing medications before they expire.

Depending upon the child's medical condition and medication, Bright Minds Preschool may require written instructions and/or an emergency action plan completed by the child's physician or other qualified medical provider.

Parents are required to promptly notify the school of any change to a child's diagnosis, medication, dosage, emergency plan, or other medical information that may affect the child's care.

Bright Minds Preschool reserves the right to require all necessary documentation and medication to be provided before a child may attend if the absence of those items could prevent staff from safely caring for the child.

Minor scrapes and bumps will be treated with items in our first aid kit. Minor scrapes will be washed with water and a band aid will be used to cover it. Minor bumps will be treated with ice.

Childcare centers in Pennsylvania are not allowed to provide medication items such as Neosporin, creams, lotions, or other skin medications/salves without written instructions. If you would like our staff to apply any of these items to your child in the case of an injury or condition, you may provide us with the item labeled with your child's name on it, along with written instructions on when and how to use it. If no written instructions are received, the items will not be used.

ACCIDENTS AND INJURIES

Bright Minds Preschool takes reasonable precautions to provide a safe environment and appropriately supervise children in our care. However, preschool-aged children participate in active indoor and outdoor play, and minor accidents and injuries may occur despite appropriate supervision and safety precautions. Parents acknowledge that ordinary childhood activities carry some inherent risk of accidental injury.

Note that if a child is injured at all when in our care, our policy is to first tend to the child and then, if need be, to contact the parents, family and/or emergency contacts at the earliest possible time. A written report will be made for every injury of which we are aware and will need to be signed when the child is picked up. If your child injures another child, you will be given a behavior incident report. Please understand that by law, we cannot give parents information about what child injured another child. We can and will, however, provide doctors with any medical information requested by them in order to ensure the safety of the child.

Repeated or Serious Unsafe Behavior

If a child's behavior repeatedly causes injury to others, presents a significant safety concern, and/or substantially interferes with the school's ability to safely supervise and care for the children in the program, Bright Minds Preschool will work with the family to determine appropriate next steps whenever circumstances reasonably allow.

Depending upon the **severity, frequency, and circumstances of the behavior**, the school may require a parent conference, behavioral or developmental evaluation, outside support, a temporary change in attendance, or another appropriate intervention.

Serious incidents or continued unsafe behavior may result in **immediate or eventual dismissal from the program** when Bright Minds determines that continued enrollment cannot be safely or appropriately maintained. Such determination is at the sole discretion of Bright Minds Preschool.

Bright Minds reserves the right to take immediate action when necessary to protect the safety of a child, other children, or staff.

PROCEDURE FOR HANDLING MEDICAL EMERGENCIES (PA CODE §3270.132)

If emergency medical care is needed while a child is at Bright Minds Preschool, a parent/guardian will be contacted as soon as possible. If the parent/guardian cannot be reached, the authorized pick-up individuals will be contacted. If neither the parent/guardian nor the authorized pick-up individuals cannot be reached, a staff member will record in writing the reason emergency care was required and the attempts made to inform the parent. The signed Emergency Medical Form on file at the school should allow us to receive immediate medical attention for your child. If needed, your child will be transported to the nearest hospital accompanied by a staff person and will remain with the child until the parent/guardian assumes

responsibility for the child's care. We will also call 911. A staff member will document the manner in which emergency treatment was sought and obtained.

INSURANCE

All children attending Bright Minds Preschool of the Main Line are covered by comprehensive general liability insurance for accidents that occur while your child is in our care. The insurance only covers the child(ren) while he/she is in direct care of Bright Minds Preschool of the Main Line, LLC. A current copy of our insurance policy is on file at the school and can be produced upon request.

DISCIPLINE AND GUIDANCE PRACTICES (PA CODE §3270.113)

At Bright Minds Preschool of the Main Line each child's well-being is first and foremost in everything that we do. Positive reinforcement, re-direction, and time away from group activities will be used instead of negative techniques. Bright Minds Preschool adheres to the discipline policies described within PA Code §3270.13:

- A facility person may not use any form of physical punishment, including spanking a child.
- A facility person may not single out a child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or the child's family.
- A facility person may not use harsh, demeaning or abusive language in the presence of children.
- A facility person may not restrain a child by using bonds, ties or straps to restrict a child's movement or by enclosing the child in a confined space, closet or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.

Also, per PA Code §3270.162, food will not and may never be withheld from a child for discipline purposes.

CHILD DISMISSAL FROM PROGRAM

While we as a staff will make every effort to work with a child and the parents regarding behavior, we reserve the right to terminate a child's enrollment if we feel that any of the following conditions exists:

1. The school cannot meet the child's needs;
2. The parents or guardians are not able or willing to work with the school; or
3. The continuing behavior endangers other children and/or our staff.
4. The relationship between the school and the family has broken down to the point that it is no longer possible to work together effectively in the best interest of the child. This determination is at the sole, reasonable discretion of Bright Minds Preschool.

There may be times when the staff at Bright Minds Preschool have exhausted all best practices in early childhood education and cannot meet the needs of your child. If this occurs, the director will speak with the parents or guardians and recommend an Early Intervention or other organization evaluation. Depending on the severity of the need, Bright Minds Preschool may need to put a timeline on when we would need responses and/or actions from the organization providing the evaluation and services. The reasons for this timeline include but are not limited to the safety of the other children, the safety of our staff, and/or our ability to stay in ratio and provide attention to the other children in the classroom. (see "School Capacity and Ratio" section above for more information).

If Early Intervention is not available to support your child's specific needs or the family chooses to not consider Early Intervention or another organization's outside help and the staff at Bright Minds Preschool are unable to support your child in a safe and appropriate environment, we reserve the right to un-enroll your child until appropriate support services are obtained. **Failure to read this handbook is not a valid**

excuse for not knowing about this policy. Your signature signifies that you agree to this and all policies in this handbook.

Breakdown of Trust: Bright Minds Preschool relies on open, honest, and respectful communication between families and staff to safely and effectively care for each child. Bright Minds Preschool reserves the right, in its sole discretion, to unenroll a family if the relationship of trust between the family and the school breaks down — including as a result of repeated conflict, disrespectful or abusive conduct toward staff, dishonesty, or an unwillingness to work collaboratively with the school — even in the absence of any single specific policy violation. See the Deposit and Withdrawal Policy above for how the deposit is handled in this circumstance.

MEALS AND FOOD SERVICES PRACTICES (PA CODE §3270.161-166)

If your child will be at Bright Minds Preschool during a scheduled lunch time, please pack your child's lunch in a clean and labeled lunch container. Unless otherwise directed by you, your child's lunch will be kept in the refrigerators with their classmates' lunches. Bright Minds Preschool staff are unable to heat up food for the children. If you would like your child to eat food that is warm, please pack the food items in a thermos and alert the staff at drop-off that you would like your child's food to be kept out of the refrigerator. For safety reasons, do not pack glass containers for your child.

At times we may offer catered meals, including our Pizza Friday program. These programs are optional and available at an extra cost to you.

A morning and/or afternoon snack will be provided as part of your child's tuition. A list of snacks which we base our monthly snack calendar on are listed on our website at www.brightmindsmainline.com/forms-links. If you prefer your child does not participate in any or all of the snacks, please pack a peanut and tree nut-free snack **and notify your child's teacher of the separate snack.**

Peanut and Tree Nut Policy

Bright Minds Preschool generally maintains a peanut- and tree nut-free environment when necessary to protect students or staff with known allergies. However, if there are no enrolled students or staff members with a known peanut or tree nut allergy during a particular school year, Bright Minds may discontinue this restriction.

Families will be given advance written notice before any change to the peanut- and tree nut-free policy takes effect. If a peanut or tree nut allergy is subsequently identified within the school community, Bright Minds reserves the right to reinstate the restriction at any time and will notify families accordingly.

Please remember that, unless otherwise notified, our school is a peanut and tree nut-free school. Tree nuts include: almonds, brazil nuts, cashews, chestnuts, filberts, hazelnuts, hickory nuts, macadamia nuts, pecans, pistachios, walnuts. If any food you packed is found to contain peanuts or tree nuts, the food will be placed in your child's backpack to take home with a note stating that this item contained nuts. If no other food was packed for your child a phone call will be made to you to see if you would like to bring in something else. If you pack your child food containing a nut butter substitute, please label it or communicate it to your teacher to avoid any confusion. Anything debatably containing nuts will be flagged unless it is confirmed otherwise.

Please be aware when packing your under 4 aged child's meal of the following high-choking hazard foods that either will not be permitted or will be cut up by staff before your child is allowed to eat it:

- hot dogs
- chunks of meat or cheese
- whole grapes
- hard, gooey, or sticky candy
- popcorn
- raw vegetables
- raisins
- chewing gum
- marshmallows

Parents of children with food allergies need to provide written documentation of the food allergy, an action plan signed by your child's physician, and are highly encouraged to meet with our school Director or Assistant Director to discuss any specific nutritional needs.

Some products we serve are produced in facilities that may also produce nut products. If your child is severely allergic to peanuts or any other nuts, we recommend that you tell Bright Minds Preschool staff that no Bright Minds Preschool foods are allowed to be served to your child.

EMERGENCY PLAN (PA CODE §3270.27)

Bright Minds Preschool of the Main Line has an emergency plan that provides for shelter and evacuation of children in the case of an emergency, a method for staff to contact parents as soon as reasonably possible if an emergency situation arises, and a method for staff to inform parents that the emergency has ended and provide instruction as to how parents can safely be reunited with their children. This plan is reviewed annually, updated if needed, and each staff person is trained regarding the plan. A copy of the emergency plan is documented in writing and kept on file at the school and with local emergency officials at all times. If you have any questions regarding the school's emergency plan, please contact the director.

DIAPER CHANGING PROCEDURE (PA CODE §3270.135)

For your convenience, Bright Minds Preschool of the Main Line provides diapers, pull-ups, wipes, and diaper changing items for a one-time fee for Beginner's students (see above fees for more information). If you prefer that your child be diapered/wiped with your own diapers or wipes, you must pack a sufficient amount of diapers and wipes and **inform your child's teacher that you prefer your diapers to be used**. If your child is in need of diaper cream, please label and provide it to your child's teacher to be kept at school. Diapers will be checked every 2 hours and also changed as needed. Each diaper change will be recorded in Procure.

TOILET TRAINING

For our Beginner's program, before any potty-training status change (i.e. going from diapers to pull-ups), **parents must first communicate with the child's teacher**, as this change may affect ratios. We will provide families with a potty-training flyer that details our policies and how our staff will assist your child in their potty-training process. We do ask that a child has gone to the bathroom successfully at home before asking the staff to try having them go on the potty at school. For children who are potty-training, staff members will remind and/or assist the child every 20-30 minutes, or whenever the child asks to use the potty. A final diaper/pull-up check will be done as the child is being checked out of school and changed if needed. Note that if you do not inform us at check-in that your child is potty-training, we may not know to remind and/or assist them throughout the day. Please help us provide the absolute best care for your child and let us know as much as possible about where your child is within the potty-training process as possible.

Parents should also understand that temporary regressions are a normal part of the toilet-training process. A child who has been successfully using the toilet may begin having accidents again, particularly during periods of transition or change, such as moving to a new classroom, changes at home or within the family, illness, travel, or other disruptions to their normal routine. Our staff will work patiently and supportively with children experiencing a regression and will communicate with families when additional consistency between home and school may be helpful. We ask parents to remain patient and encouraging during these periods, as most regressions improve with time, consistency, and support.

All children who are enrolled in our Preschool and Pre-K program must be fully toilet-trained. We define fully toilet-trained as wearing underwear and the ability to go 2 hours without going to the bathroom or being able to communicate with the staff that they need to use the restroom in between those two hours. Although we will provide verbal assistance and encouragement, our staff does not physically assist children with wiping who are in the Preschool and Pre-K classes.

SUMMER PROGRAM

The school year for both Full-time and Part-time students goes from September to June of each year (see each year's specific academic calendars for exact dates). The summer program may have the same or different tuition than the regular school year. Bright Minds Preschool will offer a summer program for the weeks in between June and September. Our full-time and part-time students will be given priority in registering for these weeks, however notice must be given to the Director by the time we require if your family would like to participate and you would like to solidify your enrollment before the remaining spaces are opened up to our incoming students. Notifications will be sent home and emailed to parents well before this date asking if your family would like to continue in the summer.

Full-time students may opt to continue their full-time schedule during the summer, in which case the tuition will continue to be deducted as usual on the 1st of the month. A separate summer program enrollment form may be required to be filled out to ensure commitment.

SUMMER ENROLLMENT AND SPACE RESERVATION POLICY

Bright Minds Preschool is a **year-round preschool program**, rather than a seasonal summer camp. Our classrooms remain open, staffed, and licensed throughout the summer months, and enrolled children maintain their space in the program for the upcoming school year. Summer attendance is optional; however, families wishing to maintain continuous enrollment and guarantee their fall space remain subject to the Summer Enrollment and Space Reservation Policy.

We understand, however, that many families travel or choose to take extended time away during the summer. Families may take up to **two consecutive weeks away during June, July, or August without a space reservation fee**. For absences longer than two consecutive weeks, the following fees apply in order to maintain your child's enrollment and guarantee their space upon their return:

- **Up to 2 consecutive weeks:** No fee
- **3 consecutive weeks:** \$150
- **4 consecutive weeks:** \$200
- **5 consecutive weeks:** \$250
- **6 consecutive weeks:** \$300
- **7 consecutive weeks:** \$350
- **8 consecutive weeks:** \$400
- **9+ consecutive weeks:** \$450

Families Taking the Entire Summer Off

We recognize that some families may choose not to attend Bright Minds at all during the summer but would still like to guarantee their child's enrollment for the upcoming school year. Because this is different from taking an extended vacation during an otherwise active summer enrollment, a **separate full-summer space reservation fee** will apply rather than continuing to accumulate the weekly fees listed above.

The full-summer space reservation fee is **\$500** and guarantees your child's space for the upcoming school year.

Families who do not wish to pay the applicable space reservation fee may withdraw from the program during their absence and request re-enrollment when they are ready to return; however, **a space cannot be guaranteed and re-enrollment will be subject to availability**. Families electing to withdraw rather than reserve their space remain subject to the Deposit and Withdrawal Policy, including any applicable deposit forfeiture.

Advance Notice

Families planning an absence of more than two consecutive weeks must provide **written notice at least 30 days in advance**. Space reservation fees are non-refundable and must be paid prior to the child's absence in order to guarantee continued enrollment.

These fees are not tuition charges for days your child is not attending. Rather, they allow Bright Minds to reserve your child's enrollment while continuing to maintain the staffing, licensing requirements, facilities, and other operating expenses of our year-round program.

We review our policies annually with the goal of balancing flexibility for our families with the needs of operating a consistent, high-quality year-round preschool program. We appreciate families reviewing these policies carefully and reaching out with any questions before making extended summer plans.

Changes to Summer Plans

We understand that summer plans can change. If a family has already notified Bright Minds of an extended absence and paid the applicable space reservation fee, but later wishes to have their child attend for part of that originally scheduled absence, we will do our best to accommodate the additional attendance.

Additional days or weeks may be added **only if classroom ratios, enrollment, and staffing allow**, and availability cannot be guaranteed. Any applicable tuition for the added attendance period will be due based on the family's revised schedule. **At the discretion of the Owner or Director, a portion of the previously paid space reservation fee may be applied as a credit toward the additional tuition resulting from the change in plans**. Any such credit will be determined on a case-by-case basis and is not guaranteed.

TRANSPORTATION

Bright Minds Preschool of the Main Line does not offer transportation.

WATER ACTIVITY (PA CODE §3270.115)

Bright Minds Preschool of the Main Line does not have a pool, but occasionally a water table or sprinkler may be used. By enrolling, parents or guardians give their consent for their child(ren) to participate in these activities.

ANIMALS AT THE SCHOOL (PA CODE §3270.118)

Occasionally, Bright Minds Preschool of the Main Line may have a pet or animal within the school, such as fish or a turtle, etc. Per code, the animal will be in good health and known to be friendly to children. We

also usually do a week of egg-hatching (chickens) and butterflies. Contact with animals by the children is permitted only when a staff person is physically present.

PARENT ACCESS, PARTICIPATION, AND COMMUNICATION (PA CODE §3270.23)

As long as current health regulations allow, a parent or guardian of a child in care is permitted free access throughout the school whenever children are in care, unless a court order limiting the parental right of access to the child and a copy of the order is on file at the school. Parents will also be given the opportunity to participate in our school's programs.

A state-required child service report will be completed by our staff and given to the parent/guardian for any child that **consistently** attends Bright Minds Preschool more than 15 hours a week during a 6-month period. This is done in accordance with PA state requirements for childcare facilities. For more information regarding this please speak with our Director.

Parents should feel free to contact the school Director with any questions that they have regarding their children's care at our school, about the school's policies and procedures, or about how the school operates. The school Director is normally available during daytime business hours and can also always be reached through email at Director@brightmindsmainline.com. If desired by the parent or guardian, a parent-teacher conference can be scheduled to discuss any questions or concerns that may arise.

VIDEO RECORDING, PHOTOGRAPHY, AND CONSENT

Bright Minds Preschool of the Main Line is monitored 24/7 by several security cameras located throughout the common and classroom areas of the school for the safety and security of children and staff. The video from each of these security cameras is saved for a period of 10 days and can be recalled if there are any questions as to what occurred in the school at any time during those 10 days. Administrative staff can choose to show the portion of video to an inquiring enrolled parent at Bright Minds Preschool's discretion, however we cannot send the video electronically or have it be recorded by anyone to watch later. Security camera footage is used for safety, security, and operational purposes only, is kept confidential, and is not shared publicly.

Photos and Videos of Children: As part of our program, staff may periodically take photos and short videos of children for daily Procure updates to their own family, classroom documentation, and school records. By enrolling your child, you grant consent to this routine classroom photography and videography for these purposes.

Marketing and Promotional Use: From time to time, Bright Minds Preschool may wish to use photos or videos of children in marketing materials, on our website, on social media, or in other promotional materials. This is entirely separate from routine classroom documentation and will only be done with a parent or guardian's separate written consent, obtained during enrollment or at another time via a photo/media release form. Parents may decline or revoke this consent at any time by notifying the school in writing, without affecting their child's enrollment.

Recording by Parents and Visitors: To protect the privacy of all children and families, parents, guardians, and visitors may not photograph or record video or audio inside the school in any area where children other than their own may be visible or audible, except during designated school events where such recording is expressly permitted. This includes recording during pick-up, drop-off, and classroom visits. Any photos or videos incidentally containing other families' children may not be posted publicly or shared outside the immediate family without that family's consent, consistent with Pennsylvania law regarding rights of privacy and publicity.

Video Retention: Security camera footage is routinely retained for approximately **10 days** and may thereafter be automatically overwritten or deleted. Parents or guardians who believe an incident may

require review of security footage should notify the Owner or Director **as soon as possible** so that relevant footage can be reviewed before the normal retention period expires. There is no guarantee that any request submitted after 10 days will result in video being available.

When Bright Minds becomes aware of an incident, complaint, legal matter, licensing concern, or other circumstance for which footage may reasonably need to be retained, the school may preserve relevant footage beyond the ordinary retention period at the sole discretion of Bright Minds Preschool.

The existence of security cameras does not guarantee that every incident will be captured or that footage will always be available, clear, or conclusive.

RECOMMENDATION LETTERS

Bright Minds Preschool of the Main Line is happy to support our graduating Pre-K families as they transition to Kindergarten. Recommendation letters are provided only for children completing our Pre-K program who are moving on to Kindergarten the following school year.

We are not able to provide recommendation letters for children leaving any of our other programs (Beginners or Preschool), including those transferring to another preschool or childcare program. Please plan accordingly if a letter of recommendation is needed for an application or transition outside of the Pre-K to Kindergarten pathway.

MANDATED REPORTER NOTIFICATION (PA CODE §3270.19)

All employees of Bright Minds Preschool of the Main Line are mandated reporters. As required by the Child Protective Services Law (CPSL) all operators or staff persons who have reason to believe that a child enrolled in the school has been abused or neglected is required to report suspected child abuse to ChildLine. Bright Minds Preschool of the Main Line and all of its employees will always abide by the laws put forth by the Child Protective Services Law and with Chapter 3490 (relating to protective services).

SCHOOL CERTIFICATION OF COMPLIANCE AVAILABILITY (PA CODE §3270.25)

Bright Minds Preschool of the Main Line's current certificate of compliance, a copy of each inspection summary issued by the Department of Human Services, and a copy of the applicable regulations under which the school is certified will always be posted at the school. We encourage parents and other interested individuals to view it and ask any questions they may have.

DISPUTE RESOLUTION AND ARBITRATION

Bright Minds Preschool of the Main Line values open communication and will always make good-faith efforts to resolve any disagreement directly with a family before it escalates. If a dispute between a family and Bright Minds Preschool of the Main Line cannot be resolved informally, both parties agree to resolve the dispute through binding arbitration rather than through the court system, except for claims that qualify for small claims court. All parties agree that any matters that are subject to Arbitration will be governed by the rules of the American Arbitration Association and that Arbitrators for the matter will be chosen based on those rules. Any matters beyond arbitration are required to be brought in the appropriate courts of the Commonwealth of Pennsylvania and in Delaware County, Pennsylvania. Regardless of any conflict of laws provision, all matters are subject to the laws of the Commonwealth of Pennsylvania.

Prevailing Party Legal Fees: If either the school or a parent/guardian initiates arbitration to resolve a dispute arising out of or relating to this handbook or a family's enrollment, the prevailing party in that arbitration shall be entitled to recover its reasonable attorneys' fees, arbitration costs, and other related legal expenses from the non-prevailing party, in addition to any other relief awarded.

This provision does not limit either party's right to report suspected abuse or neglect to the appropriate authorities, nor does it apply to matters that fall outside the scope of this handbook or the enrollment agreement.

POLICY EXCEPTIONS

The Owner and/or Director may, in their discretion, approve an exception or accommodation to a school policy when circumstances warrant. Any exception is specific to the individual circumstances for which it was granted and **does not modify the underlying policy or establish a precedent or entitlement for another family or future circumstance.**



Parent Handbook of Operational Policies and Agreement

Revision 7.0 dated August 2026

NOTIFICATION OF POLICY CHANGES

Bright Minds Preschool regularly reviews its policies and procedures to reflect changes in our program, applicable regulations, operational needs, and best practices.

Bright Minds Preschool reserves the right to revise, add to, or modify the policies contained in this handbook when deemed necessary or appropriate by the Owner and/or Director.

Families will be notified in writing of material changes to handbook policies and, when applicable, the date on which the revised policy will take effect. Changes required by law, regulation, licensing authorities, public-health authorities, or circumstances requiring immediate action may take effect immediately.

Continued enrollment following the effective date of a policy change constitutes agreement to comply with the revised policy, subject to applicable law.

This handbook is intended to familiarize parents and caregivers with current policies, practices, and standards for Bright Minds Preschool of the Main Line. An electronic version (PDF) of the handbook is available on our website at www.brightmindsmainline.com. A printed copy of the handbook is available upon request. Bright Minds Preschool reserves the right to revise its policies, practices and standards as deemed appropriate by the Owner and/or Director. By enrolling your child(ren), you agree to abide by the current policies and any future iterations of the policies.

I, _____ the parent of _____, have received, read, had the opportunity to ask questions about, understand and agree to abide by the policies set forth in the Bright Minds Preschool of the Main Line Parent's Handbook and its addendums. I understand that future questions regarding policies in the parent handbook may be directed to the school Director.

Furthermore, I agree to abide by the policies set forth in the handbook.

I also agree to update the emergency contact/parental consent form and enrollment form information whenever changes occur or every 6 months at a minimum.

Parent/Guardian Signature

Date

Owner/Operator Signature

Date